



IDAHO REAL ESTATE COMMISSION  
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BOISE ID 83720-0077  
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[www.irec.idaho.gov](http://www.irec.idaho.gov)

REE031-10  
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**Commission Use Only**

Receipt#: \_\_\_\_\_  
Apprd by/date: \_\_\_\_\_  
Expires: \_\_\_\_\_

## Real Estate Course RENEWAL

It's time to renew the Idaho Course Certification for the course listed below. This form is for courses that are already approved by the Education Council, and have not been substantially altered. A substantial alteration is any change that would modify the content, delivery method, or time allocations stated in the course outline or change an of the stated course topics. If a course is altered, a new course approval application and fees must be submitted for approval. To renew the course listed below, return this completed form, along with the \$25 renewal fee, to the Commission prior to the expiration date.

### A. PERSONAL INFORMATION

Please review and correct if necessary, the following information we have on record for you:

Course Sponsor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email, Website: \_\_\_\_\_

### B. COURSE INFORMATION

Course Number: \_\_\_\_\_  
Title: \_\_\_\_\_  
Description: \_\_\_\_\_  
Distance Learning: \_\_\_\_\_ Originally submitted: \_\_\_\_\_  
Hours Approved: \_\_\_\_\_ Course Expiration: \_\_\_\_\_

### C. REQUIRED ENCLOSURES

1. \$25 norefundable renewal fee
2. Please include a copy of the following information if it has changed recently:
  - Comprehensive outline, indicating subjects and how many minutes of instruction are scheduled for each subject
  - Copy of the final exam if applicable, if not using the IREC Standard course exam (3 questions per clock hour minimum)
  - If a distance learning course, you must submit a copy of the official ARELLO Distance Education Certification Summary sheet
3. Please submit a course schedule to the Education Department. The course schedule form can be downloaded from:  
<http://www.irec.idaho.gov/edcorner/certification.html>

### D. SIGNATURE

*I certify that all answers are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my certification may be terminated. I understand that I am expected to comply with, protect and promote the purposes, goals and objectives as stated in the Idaho real estate license law and rules and the Certification Policy.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date